

PTA Application Step Sheet

- 1) Apply to Zane State College.
- 2) Request transcripts from high school and all prior/current colleges (including Zane State College). You will need two copies of college transcripts.
- 3) Submit transcripts from any previous colleges to the Registrar's Office for transfer credit. Include the other copy in this folder.
- 4) If you have a degree or certificate, provide evidence.
- 5) Arrange and complete required observation in at least two setting types.
- 6) Register for HOAE if your ACT score is less than 25 (fall semester only). If you took the SAT, I can do an ACT equivalent conversion.
- 7) If submitting ACT scores, include an official copy of your scores or ensure that your scores are recorded on your high school transcript.
- 8) Compile optional materials (letters of recommendation, personal experience).
- 9) Put all information from provided checklist into a flat, 3-pronged folder (no 3-ring binders). Include the checklist to indicate what you have included.
- 10) Label the outside of the folder with your name, address, and Zane State College student ID number.